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ABSTRACT

This document contains fall 1988 data on salary and benefits as provided by Maricopa County, Arizona, employers. A chart with wage data presents weighted hourly wage paid, hourly range, and weighted hourly range for each occupational title. Definitions of terms follow. Then, benchmark summary position descriptions (definitions) of the occupations are provided. Finally, a tabular report gives the replies from 154 private and public large employers to the fringe benefit questionnaire. These areas are covered: pay administration, work practices, retirement/pension, disability insurance, life insurance, medical insurance, dental insurance, and pre-tax. (YLB)

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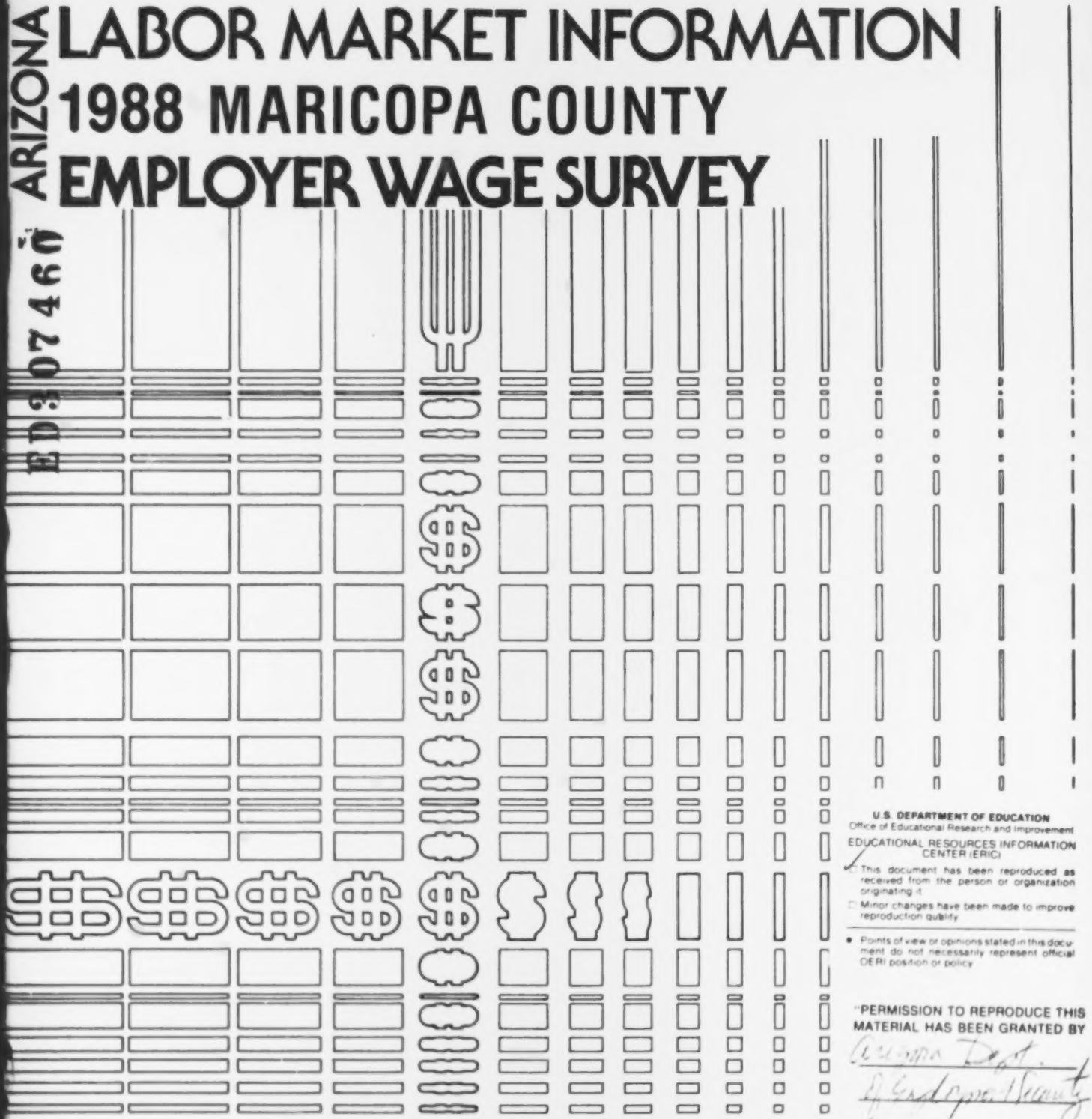
ARIZONA

LABOR MARKET INFORMATION
1988 MARICOPA COUNTY
EMPLOYER WAGE SURVEY



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MARICOPA COUNTY
EMPLOYER
WAGE SURVEY

FALL 1988

A Labor Market Information Publication of the

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and

THE 154 PARTICIPATING EMPLOYERS WHO PROVIDED THE DATA

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WAGE DATA

SALARY SURVEY - FALL 1988
MARICOPA COUNTY

Title of Occupation	Wtd. Hrly. Average Wage Paid	Hourly Range		Weighted Hourly Range		Number of Firms	Number of Employees
		Low	High	Low	High		
Accountant	$13.51	$ 7.87	$25.13	$11.83	$15.67	82	376
Accountant Supervisor	18.96	8.65	29.18	17.44	20.64	70	155
Accounting Clerk	8.06	3.99	14.42	7.04	9.47	112	1,196
Attorney	21.72	13.79	43.27	18.60	25.05	27	201
Auditor	14.43	10.82	22.87	13.37	15.97	26	107
Automation System Trainer	13.27	7.93	18.56	12.12	14.70	8	20
Automotive Mechanic	11.38	5.50	15.80	10.10	12.77	31	294
Automotive Service Worker	9.95	5.00	13.16	9.01	10.63	24	120
Biomedical Electronics Techician	12.33	9.64	17.32	10.76	14.23	8	17
Budget Analyst	17.70	9.62	43.27	15.94	20.30	28	91
Building Maintenance Supervisor	13.56	6.50	23.38	11.78	15.27	27	114
Buyer	12.88	6.73	18.58	11.48	14.77	63	275
Carpenter	13.28	4.65	20.47	11.96	14.88	29	175
Cashier/Office	6.91	4.60	12.72	6.14	9.34	40	842
Civil Engineer	20.64	11.65	30.14	16.44	25.60	15	181
Clerical Supervisor	10.54	6.56	24.04	9.29	12.45	45	290
Clerk Typist	6.87	4.25	11.63	6.25	8.60	62	1,524
Communications Technician	15.33	8.70	19.83	14.18	17.04	13	117
Computer Operations Manager	21.71	11.74	30.87	21.28	21.94	38	40
Computer Operator (Lead)	10.94	5.83	16.39	9.87	12.51	52	238
Computer Programmer	13.89	6.93	24.21	12.63	16.42	42	277
Cook	7.97	4.36	12.34	6.89	9.16	24	228
Custodial Supervisor	9.51	5.10	17.04	8.55	10.42	34	167
Custodial Worker	6.97	3.50	10.64	6.11	8.05	65	1,834
Data Communication Technician	14.02	10.25	19.17	13.83	14.36	5	10
Data Entry Operator	7.12	5.00	12.60	6.39	8.43	72	431
Data Entry Supervisor	12.10	5.81	18.25	11.73	12.39	36	43
Drafting Technician	12.35	5.50	18.68	9.99	14.44	26	173
Driver	8.09	3.35	15.90	6.92	9.42	54	408
EDP Director	29.75	17.59	62.51	29.74	29.76	36	36
EDP Programmer/Analyst	16.60	9.13	26.35	14.35	19.32	49	596
EDP Systems Analyst	17.50	6.58	25.34	15.21	20.46	33	269
EDP Systems and Programming Manager	24.43	7.50	42.90	23.22	25.30	36	54
Electrician	15.26	7.80	23.62	14.32	16.81	42	725
Electronic Technician	10.65	5.96	18.77	9.04	12.24	31	322
Equipment Operator	11.23	6.00	15.72	9.56	12.53	18	276
Equipment Shop Supervisor	17.08	7.21	25.96	16.04	17.84	24	73
Food Service Supervisor	10.44	5.40	14.94	8.73	11.48	18	68
Food Service Worker	5.86	3.89	10.78	5.22	6.93	22	764
Graphic Artist	11.61	7.37	19.17	10.48	12.42	33	85
Groundskeeper	8.07	4.00	11.71	7.07	8.94	36	529

SALARY SURVEY - FALL 1988
MARICOPA COUNTY

Title of Occupation	Wtd. Hrly. Average Wage Paid	Hourly Range		Weighted Hourly Range		Number of Firms	Number of Employee
		Low	High	Low	High		
Heating/Refrigeration Mechanic	$13.26	$8.11	$18.46	$12.15	$14.38	28	224
Heavy Equipment Mechanic	15.07	8.50	19.25	12.60	15.99	21	633
Heavy Equipment Operator	13.09	4.65	17.70	11.54	14.35	18	235
Laboratory Technician	9.26	5.75	13.00	7.92	10.47	13	79
Laborer	8.58	3.35	12.82	7.46	9.83	24	617
Legal Secretary	10.88	6.73	19.24	9.11	13.57	23	234
Librarian	15.35	8.37	27.52	12.10	18.15	24	247
Library Assistant	10.60	6.00	13.78	9.48	11.40	19	80
Licensed Practical Nurse	9.02	6.80	12.26	7.26	10.54	18	693
Mail Clerk	6.52	4.00	10.61	6.04	7.46	68	191
Medical Technologist	12.40	6.27	17.49	10.25	15.03	14	418
Micro-Systems Programmer/ Analyst	14.83	9.13	25.06	14.36	15.30	9	17
Nursing Assistant	6.18	4.36	9.66	5.19	7.40	17	831
Offset Press Operator	9.08	3.75	14.07	8.04	10.40	31	112
Painter	12.96	6.50	16.78	11.49	13.94	24	160
Personnel Analyst	14.46	8.00	20.85	13.26	16.01	41	131
Personnel Assistant	9.21	4.25	14.20	8.20	10.25	71	196
Pharmacist	17.71	12.75	22.53	15.40	20.36	14	233
Physical Plant Director	20.79	11.54	35.11	19.78	22.14	30	54
Physical Therapist	15.29	12.88	20.89	13.72	17.98	11	79
Plumber	12.68	6.50	20.30	10.47	17.04	24	168
Program Planner	14.81	8.88	23.39	12.80	17.05	14	135
Public Information Officer	15.02	8.65	22.12	13.67	16.12	29	62
Purchasing Director	21.93	5.77	31.90	15.06	23.17	46	68
Radiological Technician	10.52	8.10	14.63	9.39	12.66	12	235
Registered Nurse	13.07	8.01	19.01	11.08	16.17	21	4,025
Respiratory Therapist	9.90	7.34	14.47	8.76	12.20	12	224
Safety Officer	18.87	13.56	27.79	18.28	19.29	27	39
Secretary	8.72	5.84	16.00	7.54	10.50	77	1,587
Secretary (Non-Dictation)	8.41	4.36	14.03	7.24	10.39	75	1,298
Security Officer (Unarmed)	7.41	4.00	14.90	6.44	9.26	48	591
Social Worker	11.29	7.40	20.76	9.95	14.39	16	380
Stationary Engineer	11.15	5.60	15.94	10.02	12.43	15	102
Stock Clerk	7.22	5.00	13.72	6.55	8.20	64	360
Stores Supervisor	15.55	8.00	26.25	14.46	17.27	29	89
Switchboard Operator	6.68	3.40	11.54	6.01	7.67	86	325
Training Coordinator	14.62	8.20	21.75	13.07	16.51	33	111
Welder	15.27	7.00	18.46	14.97	15.47	27	260
Word Processing Equipment Operator	7.99	4.00	14.28	7.25	9.43	57	509

DATA SOURCE: Joint Governmental Salary Survey, Arizona Department of Administration, Personnel Division.

SUPPLEMENT TO
SALARY SURVEY - FALL 1988
MARICOPA COUNTY

Occupation	Hourly Wages Paid Low	Weighted Average	High	Firms Responding	Employees in Occupation
MANAGERIAL					
Controller	$ 8.72	$26.56	$53.85	41	54
Credit Manager	4.65	16.30	29.48	23	39
Office Manager	7.69	12.77	21.23	18	185
Production Supervisor	8.25	15.14	30.98	26	164
Sales Manager	7.56	22.18	44.38	20	47
Warehouse Supervisor	7.56	13.25	19.18	37	74
PROFESSIONAL					
Chemical Engineer	10.01	19.31	36.21	5	12
Electrical Engineer	12.98	22.45	45.19	9	30
Electronic Engineer	12.02	20.26	31.33	7	246
Industrial Engineer	12.02	16.70	23.27	10	41
Mechanical Engineer	7.88	20.07	28.79	12	88
Project Engineer	11.20	20.95	33.13	10	231
Structural Engineer	12.02	16.85	19.41	3	6
TECHNICAL					
Administrative Assistant	5.00	10.84	18.72	22	210
Mechanical Engineering Tech.	6.50	13.31	24.04	9	87
MAINTENANCE & PRODUCTION					
Building Maintenance Repairer	4.65	11.05	16.94	32	215
Custodial Worker	3.35	6.41	10.28	28	591
Electronics Assembler	4.70	8.20	15.00	9	772
Industrial Truck (Forklift) Operator	5.20	9.22	13.68	14	108
Inspector	4.50	8.66	22.25	19	300
Maintenance Mechanic	7.10	12.48	19.48	28	220
Material Handler	5.20	8.58	14.01	16	417
Packager	3.60	7.38	12.38	11	97
Production Assembler	3.60	6.36	12.28	15	1,219
Tool and Die Maker	11.75	14.76	17.75	6	34
Truck Driver - Heavy	5.75	11.45	15.16	13	238
Truck Driver - Light	4.00	9.40	17.77	15	131
Warehouse Worker	4.00	9.32	13.14	28	398
CLERICAL					
Dispatcher	4.56	9.13	14.61	15	85
Executive Secretary	6.26	11.34	20.20	45	269
File Clerk	4.25	6.16	10.58	19	151
Order Clerk	5.25	8.52	13.00	16	109
Payroll Clerk	5.65	8.62	15.19	36	174
Receptionist	4.59	7.05	10.55	43	121
Shipping and Receiving Clerk	4.50	8.47	15.00	25	122

NOTE: These data were collected from firms with 300 or more employees. The supplement includes occupations usually found in the private sector.

DATA SOURCE: Wage Survey, Arizona Department of Economic Security, Research Administration.

DEFINITIONS OF TERMS

Weighted Hourly Average Wage Paid
Is the weighted mean of all those people employed in the particular occupation among the firms surveyed.

Weighted Low Hourly Wage Paid
Is the weighted mean low wage paid reported of all those people employed in the particular occupation among the firms surveyed.

Weighted High Hourly Wage Paid
Is the weighted mean high wage paid reported of all those people employed in the particular occupation among the firms surveyed.

Low Hourly Wage Paid
Is the actual lowest wage paid reported of all those people employed in the particular occupation among the firms surveyed.

High Hourly Wage Paid
Is the actual highest wage paid reported of all those people employed in the particular occupation among the firms surveyed.

Number of Firms
That employed people in each of the occupations listed.

Number of Employees
Employed by the sample firms for each occupation.

Weighted Mean (Average)
A single number derived by adding the total wages paid to all employees for an occupation and then dividing this total wage-paid figure by the total number of employees for that occupation.

DEFINITIONS OF OCCUPATIONS

BENCHMARK SUMMARY POSITION DESCRIPTIONS

ACCOUNTANT

Under general supervision, performs experienced professional-level fiscal-related duties of average difficulty; makes journal entries, prepares trial balances, makes reconciliations to establish and maintain accounting records; interprets, prepares, verifies, and analyzes financial reports and statements requiring the application of accounting principles. Requires a degree with a major in accounting and experience. *EXCLUDE: BOOKKEEPERS, ENTRY-LEVEL ACCOUNTANTS, AND SUPERVISORS.*

ACCOUNTANT SUPERVISOR

Under general direction, plans, develops, directs, and supervises the PROFESSIONAL accounting personnel in a large and complex accounting unit; functional unit may also include clerical/subprofessional accounting and related support staff; responsibilities include supervising accounts maintenance, reviewing/advising management regarding fiscal matters, preparing/analyzing fiscal reports, forecasting revenues/expenditures, and training subordinates in fiscal control techniques. May have some budgetary responsibilities. May include management-level positions that serve as first-line supervisor of professional accounting staff. *EXCLUDE: SECOND LEVEL ACCOUNTING SUPERVISORS/MANAGERS; CLASSIFICATIONS THAT DO NOT SUPERVISE PROFESSIONAL ACCOUNTANTS.*

ACCOUNTING CLERK

Under general supervision, performs skilled clerical accounting duties. Maintains fiscal records, prepares a variety of fiscal statements and reports, checks and reconciles accounts, prepares and analyzes forecasts of available funds and anticipated expenditures; MAY have occasional lead responsibilities over clerks performing routine clerical and/or accounting clerical tasks. Requires several years' progressively responsible bookkeeping or clerical accounting experience. *EXCLUDE: LEAD POSITIONS, BOOKKEEPING OR ACCOUNTING SUPERVISORS, PROFESSIONAL OR DEGREED ACCOUNTANTS, AND ENTRY-LEVEL ACCOUNTING CLERKS.*

ATTORNEY

Under direction, conducts research, prepares briefs, prepares and argues cases in court, and may train newer attorneys. This is intermediate level. Requires license to practice law, and 1-3 years experience as a practicing attorney. *EXCLUDE: ENTRY-LEVEL ATTORNEYS AND SUPERVISORS.*

AUDITOR

Under general supervision, performs experienced, professional-level auditing work examining a variety of transactions and procedures; determines compliance with applicable laws, policies, and regulations in a variety of programs which may include management and business systems, engineering, financial, procurement, data processing installations. Requires a degree with courses in accounting. *EXCLUDE: ENTRY-LEVEL AUDITORS, SUPERVISORS, AND SPECIALISTS.*

AUTOMATION SYSTEM TRAINER

Under limited supervision, assesses user needs, develops course outline, and implements training programs for the utilization of micro-computer (PC) hardware/software where word processing is not the major focus; arranges training times and locations and conducts employee training in a variety of software packages including word processing, statistical, scientific, and business applications; monitors and evaluates training programs. Requires experience in training and/or extensive micro-computer (PC) experience. *EXCLUDE: MICRO-COMPUTER PROGRAMMER/ANALYSTS; GENERALIZED TRAINERS; TECHNICAL SKILLS TRAINERS OTHER THAN MICRO-COMPUTER; TRAINING SUPERVISORS/MANAGERS IN ANY AREA.*

AUTOMOTIVE MECHANIC

Under general supervision, performs skilled automotive repair and maintenance of gasoline-operated vehicles, provides training and guidance to service workers and helpers. Requires considerable mechanical experience in the repair and maintenance of gasoline-operated vehicles. *EXCLUDE: DIESEL MECHANICS, COLLISION REPAIR WORKERS, GARAGE SERVICE WORKERS, ATTENDANTS AND HELPERS BELOW THE SKILLED JOURNEY LEVEL, AND NONAUTOMATIC MACHINE AND MECHANICAL EQUIPMENT REPAIR SPECIALISTS.*

AUTOMOTIVE SERVICE WORKER

Under general supervision, services trucks, automobiles, and other automotive equipment; inspects equipment to determine need for gasoline, oil, and water; tests tires and batteries; changes tires; performs minor repairs such as replacing fan belts or works as a helper to a journey-level mechanic. Usually requires experience in automotive service work. *EXCLUDE: AUTOMOTIVE AND GARAGE MECHANICS, COLLISION REPAIR SPECIALISTS, AND SUPERVISORS.*

BIOMEDICAL ELECTRONICS TECHNICIAN

Under general supervision, performs maintenance and repair work on a variety of diagnostic, analytic, and patient-monitoring equipment such as: x-ray equipment, patient vital signs or cardiac monitors, auto-analyzers, external pacemakers, electro-surgical cauterizers, EKG and EEG machines; tests all equipment for calibration and electrical safety prior to patient's use. Requires completion of formal training in electronics technology plus at least two years electronics work experience, which includes biomedical-related experience. *EXCLUDE: NONMEDICAL ELECTRONICS TECHNICIANS AND SUPERVISORS.*

BUDGET ANALYST

Under direction, performs budget analyses at the fully experienced, professional level, utilizing knowledge of budgetary requirements; evaluates requests and compiles and consolidates budgets; prepares reports showing resources, expenditures, and projected balances. Requires a degree and considerable experience. *EXCLUDE: ENTRY-LEVEL ANALYSTS, SUPERVISORS, ACCOUNTANTS, AND CONSULTANTS.*

BUILDING MAINTENANCE SUPERVISOR

Under general supervision, performs first-level supervisory work over a shift of skilled and semiskilled workers responsible for doing carpentry, plumbing, painting, and general repair and alteration of facilities; prepares cost estimates; orders materials; coordinates construction schedules; interprets project layouts; ensures safe work practices are followed; may perform some of the same duties as workers. Requires one year of supervisory experience in building construction or maintenance and repair and several years of skilled level experience in one or more of the building trades. *EXCLUDE: CUSTODIAL SUPERVISOR; SUPERVISOR/LEAD WORKER OVER A SINGLE TRADES AREA.*

BUYER

Under general supervision, performs experienced professional-level duties purchasing a variety of materials, supplies, equipment, and services; prepares specifications and invitations to bid; conducts bid openings, analyzes bids, and selects vendors. Requires professional buying or purchasing experience. EXCLUDE: *ENTRY-LEVEL BUYERS, SENIOR BUYERS, BUYERS OF SPECIALIZED EQUIPMENT, BUYER SUPERVISORS, BUYERS OF GOODS FOR RESALE OR USED IN REMANUFACTURE, PURCHASING MANAGERS, OR OFFICERS.*

CARPENTER (MAINTENANCE)

Under general supervision, performs journey-level carpentry work in maintenance, remodeling, and repair of structures; builds cabinets and shelves; hangs doors and windows; builds park and playground equipment. Requires considerable carpentry experience. *EXCLUDE: CARPENTER CLASSIFICATIONS BELOW JOURNEY LEVEL, GENERAL MAINTENANCE WORKERS.*

CASHIER/OFFICE

Under general supervision, performs responsible clerical work in receiving cash, checks, and other forms of remittance; reconciles cash receipts and cash balances; prepares bank deposits and performs related clerical work. Requires cashier, figure, or clerical experience. *EXCLUDE: RETAIL SALES CASHIERS, ACCOUNTING CLERKS, BOOKKEEPERS, AND GENERAL CLERICAL.*

CIVIL ENGINEER (REGISTERED)

Under general supervision, performs a wide variety of skilled professional civil engineering work in the office and/or field. May include supervision of subprofessional engineering staff. Requires registration as a professional engineer and civil engineering experience. *EXCLUDE: ENTRY-LEVEL/NONREGISTERED ENGINEERS; SENIOR/LEAD ENGINEERS; SUPERVISORS OF REGISTERED PROFESSIONAL ENGINEERS.*

CLERICAL SUPERVISOR

Under general supervision, coordinates and participates in, and supervises a group of employees providing moderately complex and varied clerical and typing assignments. Has primary responsibility for employee selection, training, evaluation, and disciplinary actions; evaluates overall clerical requirements and reassigns personnel as needed. Requires extensive clerical experience. *EXCLUDE: NONSUPERVISORY PERSONNEL, ADMINISTRATIVE ASSISTANT, AND LEAD POSITIONS.*

CLERK TYPIST

Under general supervision, performs a variety of clerical duties which involve typing. Gathers and summarizes information for routine reports and inquiries applying knowledge of office procedures and policies; prepares and types reports; performs math calculations involving reconciling and balancing; maintains office records. May type a variety of material from sources which include rough drafts, dictating equipment, or instructions; may have public contact. Requires clerical work experience. *EXCLUDE: CLERICAL TRAINEES, ACCOUNTING CLERKS, FILE CLERKS, CLERICAL POSITIONS INVOLVING PRODUCTION TYPING, FULL-TIME WORD PROCESSING OPERATORS, LEAD CLERKS, AND SUPERVISORS.*

COMMUNICATIONS TECHNICIAN

Under general direction, is responsible for diagnosing, installing, and repairing or rebuilding communications equipment such as: microwave, radio, radar, and signal or timing equipment. Requires completion of approved schooling or correspondence course in electronics technology and experience. Requires a radiotelephone operator's license. *EXCLUDE: ELECTRONICS ENGINEERS, ELECTRONIC EQUIPMENT MECHANICS, AND ELECTRONIC TECHNICIANS.*

COMPUTER OPERATIONS MANAGER

Under direction, is responsible for all operations of mainframe and peripheral data processing equipment in a large installation encompassing three (3) shifts; establishes schedules for utilization of all equipment, including data entry, tape library, and data control. Requires considerable experience. *EXCLUDE: SUPERVISORS, OPERATORS, SYSTEMS MANAGERS, AND MANAGERS OF SMALL INSTALLATIONS.*

COMPUTER OPERATOR (LEAD)

Under general supervision, performs a full range of journey-level work in computer and peripheral equipment operations on a large scale system-oriented computer in which two or more jobs are processed concurrently under control of the operating system; serves as lead operator; traces and corrects operator and machine errors. Requires experience as a digital computer operator on a systems-oriented computer. *EXCLUDE: ENTRY-LEVEL OPERATORS, MINI/MICRO-COMPUTER OPERATORS, SUPERVISORY POSITIONS, COMPUTER OPERATORS WITH PROGRAMMING RESPONSIBILITIES.*

COMPUTER PROGRAMMER

Under general supervision, performs journey-level professional applications programming work, codes instructions relating to difficult tasks and procedures; performs the full range of application programming duties normally associated with a minicomputer or mainframe installation. *EXCLUDE: ENTRY-LEVEL PROGRAMMERS, DATA PROCESSING TECHNICIANS, PROGRAMMERS WORKING EXCLUSIVELY IN A MICRO-COMPUTER ENVIRONMENT, PROGRAMMER/ANALYSTS, SYSTEMS SOFTWARE PROGRAMMERS, SYSTEMS AND METHODS ANALYSTS, SUPERVISORY POSITIONS.*

COOK

Under general supervision, is responsible for institutional cooking involving large quantity ingredients and general food preparation. May supervise other kitchen staff. Requires experience in the volume cooking of meals. *EXCLUDE: SENIOR COOKS, COOK SUPERVISORS, SHORT-ORDER COOKS, INEXPERIENCED COOKS, PART-TIME AND LEAD WORKERS.*

CUSTODIAL SUPERVISOR

Under general supervision, is responsible for assigning and supervising a group of custodial workers in the care and maintenance of a building and other related work; maintains simple employee records and inspects and evaluates completed jobs. Requires considerable custodial experience and knowledge of equipment and materials used in custodial work. *EXCLUDE: CUSTODIAL SUPERVISORS HAVING RESPONSIBILITY FOR FULL-TIME SUBORDINATE SUPERVISORS, LEAD CUSTODIAL WORKERS.*

CUSTODIAL WORKER

Under general supervision, performs custodial duties such as sweeping, mopping, stripping, washing, and buffing floors; washing walls; and emptying trash. *EXCLUDE: LEAD CUSTODIAL WORKERS, LABORERS, CLASSIFICATIONS WITH VARIED ASSIGNMENTS PERFORMING OCCASIONAL CUSTODIAL WORK, ENTRY LEVEL.*

DATA COMMUNICATION TECHNICIAN

Under general supervision, performs journey-level work analyzing/resolving both hardware and software problems related to data communications systems and equipment. Determines user needs and analyzes hardware/software specifications to identify equipment, programs, and/or systems which meet those needs. Recommends data communication system operation/maintenance techniques, policies, procedures, and practices, and/or monitoring and control functions at the network/subsystem level. Requires knowledge of data communications oriented hardware/software and experience troubleshooting data communications hardware/software at the network/subsystem level. *EXCLUDE: TECHNICIANS INVOLVED PRIMARILY IN HARDWARE INSTALLATION; TECHNICIANS INVOLVED PRIMARILY IN VENDOR INTERFACE; TECHNICIANS INVOLVED PRIMARILY IN VOICE COMMUNICATIONS SYSTEMS.*

DATA ENTRY OPERATOR

Under general supervision, performs skilled operation of key-tape or key-disc equipment for recording and verifying information for data processing. May operate card punches. May advise service users of problems and corrective measures. Requires experience. *EXCLUDE: TRAINEES, TERMINAL OPERATORS, SUPERVISORS, LEAD OPERATORS, AND KEY-DISC PERSONNEL WITH PROGRAMMING RESPONSIBILITY.*

DATA ENTRY SUPERVISOR

Under direction, supervises ALL data entry and verifying activities and SHIFTS in a large computer-assisted data entry system; plans, schedules, assigns, and evaluates the work of subordinates; prepares required reports. Requires experience as a data entry shift supervisor. Reports to computer operations manager. *EXCLUDE: SHIFT SUPERVISORS.*

DRAFTING TECHNICIAN

Under general supervision, performs a variety of highly skilled engineering and structural drafting and calculation of geometric, curves, earthwork, and alignment; checks blueprints submitted by architects and engineers; may design small incidental buildings; assists in training less experienced drafting personnel. Requires considerable drafting experience, some of which includes engineering/structural experience. *EXCLUDE: JUNIOR DRAFTING TECHNICIANS, DESIGN ENGINEERS, AND ENGINEERING AIDE DETAILERS.*

DRIVER

Under general supervision, drives a vehicle (one ton or less) within the local area to transport passengers and/or to make routine pickup/delivery of supplies and materials. Requires some experience in driving of motor vehicles, and valid chauffeur's drivers license. *EXCLUDE: BUS DRIVERS, STATEWIDE TRANSPORTATION ACTIVITIES.*

EDP DIRECTOR

Under direction, manages an organization's electronic data processing installation utilizing one or more large scale systems-oriented computers, with a complex operating system; supervises the systems development and applications programming, the operations, including data entry, computer and auxiliary equipment, and data control and related technical support functions. Requires considerable EDP experience, including some supervisory experience. *EXCLUDE: UNIT MANAGERS AND SUPERVISORS AND MANAGERS OF PROGRAM-ORIENTED INSTALLATIONS.*

EDP PROGRAMMER/ANALYST

Under general supervision, performs journey-level, professional computer programming and systems analysis work in a mini-computer or mainframe environment. Conducts studies to determine user needs, prepares system and program specifications and related documentation. Oversees and/or participates in translating specifications into coded computer instructions. Guides and instructs user staff in implementing new/revised systems. Requires mini-computer/mainframe programming experience including responsibility for systems analysis and design. *EXCLUDE: PROGRAMMERS OR PROGRAMMER/ANALYSTS WITH LIMITED EXPERIENCE, LIMITED SYSTEMS ANALYSIS RESPONSIBILITY, OR EXPERIENCE IN A MICRO-COMPUTER ENVIRONMENT, SUPERVISORY POSITIONS, PROJECT TEAM LEADERS.*

EDP SYSTEMS ANALYST

Under general supervision, performs journey-level, professional computer systems analysis work in a mini-computer/mainframe environment. Determines user data requirements and plans, designs, and assists in the implementation of EDP systems. May serve as project leader over lower level programming staff. Requires experience in computer applications and system analysis work in a mini-computer or mainframe environment. *EXCLUDE: SUPERVISORY AND LEAD SYSTEMS ANALYSIS POSITIONS.*

EDP SYSTEMS AND PROGRAMMING MANAGER

Under general direction, manages the activities of the systems analysis and programming activities of a large DP installation. Directs feasibility studies and systems design and programming activities, reviewing and evaluating the work of subordinates and preparing periodic performance reports. Requires several years programming and systems analysis experience. *EXCLUDE: SUPERVISORS, OPERATIONS MANAGERS, PROJECT LEADERS.*

ELECTRICIAN (MAINTENANCE)

Under general supervision, performs journey-level electrical work in the installation, maintenance, and repair of electrical equipment, both high and low voltage, including motors, transformers, lighting systems, traffic control devices, and pump stations; may climb poles. Requires considerable electrical experience. *EXCLUDE: LEAD POSITIONS, NON-JOURNEY-LEVEL ELECTRICIANS, GENERAL MAINTENANCE WORKERS.*

ELECTRONIC TECHNICIAN

Under general supervision, is responsible for installing, maintaining, and skilled repairing or rebuilding of electronic equipment such as electro-controllers, television, or radio equipment. Requires completion of approved schooling or correspondence course in electronics technology and experience. *EXCLUDE: ELECTRONICS ENGINEERS, ELECTRONIC EQUIPMENT MECHANICS, COMMUNICATIONS TECHS.*

EQUIPMENT OPERATOR

Under general supervision, operates a variety of medium construction equipment/vehicles, including, but not limited to: tractor backhoe, tractor and loader, dump truck (under 20 tons), street sweeper, truck mounted spraying/painting equipment, asphalt paving/resurfacing equipment, etc. Responsibilities include loading/unloading equipment from truck/trailer and minor day-to-day equipment/vehicle maintenance. Requires experience in medium construction equipment operation and a chauffeur's license. *EXCLUDE: DRIVERS/LIGHT TRUCK OPERATORS; OPERATORS OF HEAVY EQUIPMENT SUCH AS DOZERS, SCRAPERS, GRADERS, CRANES, ETC. BUS DRIVERS, HEAVY TRUCK (TRACTOR-TRAILER) DRIVERS; SANITATION EQUIPMENT OPERATORS.*

EQUIPMENT SHOP SUPERVISOR

Under direction, supervises a fleet gas and diesel equipment repair and maintenance shop, plans and schedules major and minor maintenance, and prepares necessary reports. Requires supervisory experience in equipment maintenance and repair. *EXCLUDE: NONSUPERVISORY WORKERS, SUPERVISORS OF NONREPAIR SHOPS.*

FOOD SERVICE SUPERVISOR

Under direction, performs first-level, full-time supervisory work over a shift of kitchen personnel, supervises and instructs in food preparation and cooking, cleaning of equipment, utensils, and kitchen; reviews the work of food service workers; requisitions supplies; may perform some of the same duties as workers. Requires experience in volume cooking. *EXCLUDE: COOKS, DIETITIANS, FOOD SERVICE DIRECTORS, FOOD SERVICE MANAGERS, CAFETERIA MANAGERS.*

FOOD SERVICE WORKER

Under general supervision, performs routine work in food preparation, food serving, and cleaning of utensils, kitchen, and dining area. Requires food service experience. *EXCLUDE: SUPERVISORS, COOKS, LEAD, AND PART-TIME WORKERS.*

GRAPHIC ARTIST

Under general supervision, designs and prepares printed, drawn, and photographed materials for offset printing, reproduction, and/or display. Duties include the design, layout, organization, sketching, and paste-up of graphic materials such as brochures, pamphlets, charts, graphs, posters, and flyers. Designs and prepares technical and/or scientific exhibits and illustrations. Requires graphic or commercial arts experience. *EXCLUDE: ENTRY-LEVEL ARTISTS, DRAFTERS, AND SUPERVISORS.*

GROUNDSKEEPER

Under general supervision, performs a variety of routine tasks in the maintenance of grounds surrounding buildings, mows lawns, trims hedges, rakes and burns leaves and refuse, trims driveway and walk edges, may plant and maintain flower beds and shrubbery and perform other landscaping duties, may operate tractors or simple machines. Requires experience in grounds maintenance. *EXCLUDE: LEAD WORKERS, INEXPERIENCED GROUNDSKEEPERS, GENERAL LABORERS, PROFESSIONAL GARDENERS, SUPERVISORS.*

HEATING/REFRIGERATION MECHANIC

Under general supervision, performs journey-level duties inspecting, servicing, repairing, maintaining, and installing refrigeration and heating equipment; tests and repairs electrical controls, inspects for freon leaks or loose and frayed belts; installs plumbing connections. Requires considerable refrigeration experience. *EXCLUDE: LEAD POSITIONS, NON-JOURNEY-LEVEL CLASSIFICATIONS, GENERAL MAINTENANCE WORKERS.*

HEAVY EQUIPMENT MECHANIC

Under general supervision, performs skilled repair, maintenance, and overhaul of diesel equipment, including heavy equipment. May repair automotive vehicles. May assist in procuring parts. Requires extensive experience in the repair and maintenance of gasoline and diesel vehicles. *EXCLUDE: MECHANICS WHO WORK ONLY ON AUTOMOBILE COMPONENTS AND GASOLINE-OPERATED VEHICLES.*

HEAVY EQUIPMENT OPERATOR

Under general supervision, operates heavy construction and maintenance equipment such as graders, pile drivers, large backhoes, crawler tractors, power shovels, and bulldozers; may operate heavy tractors or trucks (over 25 tons) with semitrailer or other trailer equipment. Requires extensive, progressively skilled experience in the operation of trucks and construction equipment, and a chauffeur's license. *EXCLUDE: DRIVERS OF DIESEL-POWERED, SINGLE UNIT, TANDEM AXLE VEHICLES; HAULAGE TRUCK OR EQUIPMENT OPERATORS, OPERATORS OF CRANES, STATIONARY EQUIPMENT OPERATORS, AND SANITATION WORKERS.*

LABORATORY TECHNICIAN

Under general supervision, performs laboratory technician work, including chemical and microscopic tests and examinations, prepares cultures, assists in inoculations, may act as lead worker. Requires some college including laboratory course work and laboratory experience. *EXCLUDE: LAB AIDES, ENTRY LAB TECHNICIANS, AND LAB ANALYSTS.*

LABORER

Under general supervision, performs unskilled manual labor by supporting skilled and journey-level positions in all phases of outside work, may use hand tools such as picks and shovels. Requires ability to follow instructions and perform manual labor. No experience required. *EXCLUDE: MATERIAL HANDLERS, INSIDE WORKERS, AND WORKERS USING POWER EQUIPMENT.*

LEGAL SECRETARY

Under general supervision, performs legal secretarial work; prepares papers and correspondence of a legal nature such as petitions, briefs, summonses, complaints, motions, and subpoenas; and relieves an attorney of considerable administrative detail. Requires stenographic experience of a legal nature. *EXCLUDE: SENIOR-LEVEL SECRETARIES REQUIRING BROAD KNOWLEDGE OF LEGAL VOCABULARY AND CONSIDERABLE LEGAL EXPERIENCE, ENTRY-LEVEL POSITIONS.*

LIBRARIAN

Under general supervision, performs experienced professional-level library work; catalogs, classifies, and acquisitions library materials; may supervise technical and/or clerical employees. Requires a master's degree in library science and some professional experience. *EXCLUDE: LIBRARY TECHNICIANS, INEXPERIENCED LIBRARIANS, CONSULTANTS, AND LIBRARIANS WITH A SMALL SPECIALIZED LIBRARY (LAW, MEDICAL, OR TECHNICAL).*

LIBRARY ASSISTANT

Under general supervision, performs on-line and off-line cataloging through the retrieval, review, and edition of bibliographic records for correct information and coding; creates new bibliographic records according to established rules and standards; interprets and assists readers in the use of the catalog and bibliographic resources; prepares lists, indexes, and required records for serial acquisitions. May supervise a section or unit in the library. Requires some library experience. *EXCLUDE: LIBRARY CLERKS AND LIBRARIANS.*

LICENSED PRACTICAL NURSE (LPN)

Under professional supervision, performs a variety of nursing procedures, usually passes medications. Requires a current Arizona license to practice as a licensed practical nurse. *EXCLUDE: NURSES AIDES, REGISTERED NURSES, NURSE SUPERVISORS, AND SPECIALISTS.*

MAIL CLERK

Under general supervision, picks up and delivers mail, documents, packages, U.S. mail, and other items to offices or departments within establishment or to other establishments; sorts, weighs, determines postage required, records postage, and bundles mail; maintains a log of items delivered; may operate a motor vehicle; may deliver mail to post office. This is a fully functioning position and not an entry-level class. *EXCLUDE: DELIVERY DRIVERS, DISPATCHERS, LEAD MAIL CLERKS, AND MESSENGERS.*

MEDICAL TECHNOLOGIST

Under general supervision, performs skilled specialized work in the conduct of all phases of clinical laboratory technology, including chemistry, hematology, and bacteriology; makes analytical diagnoses and prepares reports to aid in the treatment of disease. Requires completion of formal training program in medical technology plus technologist designation by ASCP, AMT, HEW, or ISCLT. *EXCLUDE: NONREGISTERED TECHNOLOGISTS AND SUPERVISORS.*

MICRO-SYSTEMS PROGRAMMER/ANALYST

Under general supervision, performs independent, full journey level programming and systems analysis work in a micro-computer (PC) environment; determines user needs and prepares system/programming specifications and related documentation; codes and/or monitors coding of computer instructions/programs; guides/instructs user staff in the utilization of new and/or revised systems/programs, evaluates, installs, and/or modifies existing software packages to meet user needs. May advise regarding interface/coordination between micro-computers and mini-/mainframe computers. Requires systems analysis/design and programming experience in a micro-computer (PC) environment where word processing was not the major work focus. *EXCLUDE: PROGRAMMERS OR PROGRAMMER/ANALYSTS WITH LIMITED EXPERIENCE OR WITH LIMITED RESPONSIBILITY FOR SYSTEMS ANALYSIS WORK; PROJECT/TEAM LEADERS; SYSTEMS/PROGRAMMING MANAGERS; MICRO-SYSTEM TRAINERS.*

NURSING ASSISTANT

Under general supervision, provides a basic level of care and treatment to patients; performs simple medical treatments; assists patients with bathing and other personal chores. Requires graduation from a recognized training program for nursing assistants or nursing assistant experience. *EXCLUDE: LICENSED PRACTICAL NURSES.*

OFFSET PRESS OPERATOR

Under general supervision, performs skilled work in setting up and operating an offset press and related printing equipment; produces line, half-tone, solid, and some multiple-color copy requiring close tolerance; performs major adjustments and tuning on equipment; may act as lead worker in a small print shop. Requires experience. *EXCLUDE: TRAINEES OR APPRENTICES; DUPLICATING, DITTO, AND XEROX MACHINE OPERATORS; AND SUPERVISORS.*

PAINTER (MAINTENANCE)

Under general supervision, performs a variety of skilled painting tasks at the journey level; applies coats of paint, varnish, stains, enamel, or lacquer to decorate and protect interior, exterior trimming, and fixtures of buildings and structures; prepares surfaces for painting; selects, prepares, and mixes paints; may perform some sign painting. Requires considerable painting experience. *EXCLUDE: NON-JOURNEY LEVEL PAINTERS AND MAINTENANCE WORKERS PERFORMING INCIDENTAL PAINTING TASKS.*

PERSONNEL ANALYST

Under general supervision, performs experienced professional-level personnel administration work in one or more of the following areas: selection, employment, compensation, classification, employee relations, and/or benefits. Interprets policies/procedures and prepares reports analyzing findings and recommending actions. Requires a college degree and professional personnel experience. *EXCLUDE: ENTRY ANALYSTS, ADMINISTRATIVE ASSISTANTS; PARAPROFESSIONALS; SUPERVISORS; PERSONNEL MANAGERS; PSYCHOMETRISTS.*

PERSONNEL ASSISTANT

Under general supervision, performs a variety of tasks involving the receipt, processing, and distribution of personnel documents. Prepares job vacancy notices and processes job openings, signs up new employees for benefit coverage, processes changes to benefit coverages, maintains personnel records, and prepares reports as necessary. Requires some personnel clerical experience. *EXCLUDE: ENTRY-LEVEL CLERKS, LEAD CLERKS, AND PROFESSIONAL-LEVEL PERSONNEL POSITIONS.*

PHARMACIST

Under general supervision, performs a variety of pharmacy procedures requiring professional knowledge and skill. Requires a degree and registration as a pharmacist. *EXCLUDE: SUPERVISORY PHARMACISTS.*

PHYSICAL PLANT DIRECTOR

Under general direction, plans, directs, and coordinates the full range of physical plant services in a large institution or building complex, directs operations and maintenance of physical plant and equipment, prepares cost estimates, orders materials, and maintains records. Requires several years experience. *EXCLUDE: OPERATORS AND SUPERVISORS.*

PHYSICAL THERAPIST

Under direction, plans and administers physical therapy procedures and modalities such as exercise, heat, electrical devices, and massage to patients as prescribed by their physician; evaluates patients and makes recommendations for changes and/or modifications of treatment plans, and is responsible for safety of patients; may design and use adaptive exercise equipment. Requires completion of formal training program in physical therapy plus registration and current state license. *EXCLUDE: NONREGISTERED THERAPISTS AND SUPERVISORS.*

PLUMBER (MAINTENANCE)

Under general supervision, performs skilled plumbing work at the journey level; installs, maintains, and repairs plumbing, heating, and water conditioning systems; orders parts; reads blueprints; uses various types of machinery; may weld connections; may supervise beginning-level plumbers. Requires considerable experience in plumbing. *EXCLUDE: WELDERS, NON-JOURNEY-LEVEL PLUMBERS, AND BUILDING MAINTENANCE WORKERS.*

PROGRAM PLANNER

Under general supervision, performs journey level professional planning work which involves identifying needs, conducting/coordinating research/survey activities, analyzing the information/data obtained, and preparing one or more plans (based upon the analysis) containing implementation steps/phases which, if followed, will meet the identified needs. Typically requires college level education and professional planning experience. *EXCLUDE: ENVIRONMENTAL ANALYSTS; RESEARCH ANALYSTS; PLANNING ENGINEERS; PLANT LAYOUT SPECIALISTS; URBAN PLANNING/ZONING STAFF; ENTRY-LEVEL PLANNERS; MANAGERS.*

PUBLIC INFORMATION OFFICER

Under general supervision, performs experienced professional-level work of average difficulty in the area of public relations, publications, and public education for an organization; researches and prepares speeches; writes news releases; interfaces with news media; composes and edits materials for publication. Requires professional experience in public information duties. *EXCLUDE: NONPROFESSIONALS AND SUPERVISORS.*

PURCHASING DIRECTOR

Under general direction, plans and directs a large, complex program for buying and purchasing a wide variety of materials, supplies, equipment, and services; establishes procedures; develops and negotiates supply contracts; supervises professional buyers and other purchasing and supply personnel. Requires considerable professional buying or purchasing experience which includes supervision. *EXCLUDE: POSITIONS WHICH DO NOT SUPERVISE PROFESSIONAL BUYERS, PURCHASING MANAGERS AT THE CORPORATE HEADQUARTERS LEVEL.*

RADIOLOGICAL TECHNICIAN

Under direct supervision, operates radiological equipment in diagnostic examinations, performs fluoroscopes, makes minor repairs, may act as lead worker, operates mobile unit. Requires graduation from an accredited school of radiological technology and certification. *EXCLUDE: SUPERVISORS AND X-RAY ASSISTANTS.*

REGISTERED NURSE

Under general supervision, performs professional-level nursing duties according to established procedures, professional practices, and special instructions from Medical and Nursing Supervisors. Requires graduation from an accredited school of nursing, plus professional nursing experience and current Arizona license as a Registered Professional Nurse. *EXCLUDE: LICENSED PRACTICAL NURSES, INEXPERIENCED REGISTERED NURSES, NURSE SUPERVISORS, SPECIALISTS, AND LEAD NURSES.*

RESPIRATORY THERAPIST

Under general supervision, administers all forms of respiratory therapy such as oxygen, humidification, aerosol, and ventilation therapy; judges the effectiveness of the therapy administered, and makes recommendations to the prescribing physician. Requires graduation from an AMA approved school of respiratory therapy or equivalent. Must be eligible for registration as RRT. No experience required. *EXCLUDE: EXPERIENCED THERAPISTS AND SUPERVISORS.*

SAFETY OFFICER

Under direction, performs administrative work developing, coordinating, and managing industrial safety programs. Reviews state and federal safety regulations and their impact; inspects facilities to ensure compliance with OSHA standards and recommends changes in safety practices; coordinates the implementation of safety procedures in the construction and repair of facilities; processes, investigates, and maintains records of accident reports; conducts training sessions regarding safety procedures and applicable rules and regulations. Requires a degree in industrial engineering or a related field and experience. *EXCLUDE: SAFETY INSPECTORS.*

SECRETARY

Under general supervision, performs skilled stenographic and varied clerical duties; takes and transcribes nontechnical varied DICTATION; prepares minutes of meetings and conferences; greets and interviews visitors, giving information requiring some knowledge of organization's policies and procedures; arranges appointments; maintains files and records and assembles material for correspondence and reports; operates a variety of office equipment. Requires experience and the ability to take and transcribe dictation, and type at the required rate. *EXCLUDE: LEAD AND/OR SUPERVISORY STENOGRAPHERS OR SECRETARIES, EXECUTIVE SECRETARIES, POSITIONS NOT TAKING DICTATION.*

SECRETARY (NON-DICTATION)

Under general supervision, performs the same duties as secretary, but does not take dictation. Requires experience and the ability to type. *EXCLUDE: ENTRY-LEVEL POSITIONS, SECRETARIES WHO TAKE DICTATION.*

SECURITY OFFICER (UNARMED)

Under general supervision, performs security work usually within buildings or grounds. Does not carry sidearms. May require some experience. *EXCLUDE: LAW ENFORCEMENT OFFICERS, ARMED SECURITY GUARDS.*

SOCIAL WORKER

Under direction, provides professional social work to children, adults and/or families in a hospital, institutional, or community setting; makes independent decisions regarding client care treatment plans and ongoing assessment; performs direct, in-depth client and family counseling and crisis intervention. Typically requires MSW or appropriate professional social casework experience. *EXCLUDE: SOCIAL SERVICE WORKERS/AIDES; CLIENT/PATIENT ADVOCATORS; PSYCHIATRIC TECHNICIANS; ENTRY-LEVEL CASEWORKERS; SUPERVISORS.*

STATIONARY ENGINEER

Under general supervision, performs skilled duties in the operation, repair, and maintenance of high and low pressure heating systems and of power plants; maintains and repairs cooling systems; may instruct new employees. Requires experience in operation, maintenance, and repair of high pressure systems. *EXCLUDE: OPERATORS OF LOW PRESSURE SYSTEMS AND NON-JOURNEY-LEVEL OPERATORS.*

STOCK CLERK

Under general supervision, performs skilled manual and clerical tasks, receiving, storing, delivering, and issuing a variety of office supplies, materials, and equipment in a nonproduction-line storeroom; checks incoming material against invoices, purchase orders, or other documents indicating delivery; monitors stock, maintains records; may store items requiring special handling and storage. Requires experience in storage of supplies and materials. *EXCLUDE: MOTORIZED EQUIPMENT OPERATORS, WAREHOUSE LABORERS, INEXPERIENCED STOCK CLERKS, LABORERS, MATERIAL HANDLERS, SUPERVISORS, PRODUCTION-LINE WORKERS.*

STORES SUPERVISOR

Under general supervision, supervises stock clerks and other employees in receipt, storage, issuance, and distribution of a wide variety of office supplies and nonproduction-line materials in a large storage facility over 15,000 square feet; maintains records of stock levels and is responsible for inventory control reports. Requires supervisory experience in storage of a variety of supplies. *EXCLUDE: WAREHOUSE MANAGERS, MANAGERS OVER DECENTRALIZED OPERATIONS, AND PRODUCTION-LINE SUPERVISORS.*

SWITCHBOARD OPERATOR

Under general supervision, operates a manual or semiautomatic PBX switchboard with several trunks and a number of extensions, answers incoming calls, and makes station connections on either a console or cord board. Requires experience on a multiple-type PBX or toll exchange switchboard. *EXCLUDE: RECEPTIONISTS, CLERKS WHERE PBS OPERATION IS INCIDENTAL, AND CALL-DIRECT OPERATORS.*

TRAINING COORDINATOR (IN-SERVICE)

Under general supervision, develops, coordinates, and participates in various training and development programs. Conducts needs analyses, develops and writes training proposals, participates in the instruction, and monitors and evaluates the training programs. Usually requires a degree. Requires experience in training. *EXCLUDE: TEACHERS, ENTRY-LEVEL TRAINERS, TRAINING MANAGERS, TECHNICAL SKILLS TRAINERS, AND CUSTOMER SERVICE TRAINERS.*

WELDER

Under general supervision, performs journey-level welding work in the fabrication, repair, and maintenance of equipment parts, structures, and other items requiring the use of either the oxy-acetylene, heliarc, and/or standard arc welding process. Requires ability to read blueprints, plans, and specifications and experience using various types of welding equipment. *EXCLUDE: SHEET METAL WORKERS; GAS PIPELINE WELDERS; PRESSURIZED PIPELINE SYSTEM WELDERS; BOILER-MAKERS/STEAMFITTERS.*

WORD PROCESSING EQUIPMENT OPERATOR

Under general supervision, performs skilled work in the full-time operation of an automatic word processor (magnetic card, disk, tape, or minicomputer); types from machine dictation, hand-written, or rough drafts; makes appropriate changes to stored material; retrieves stored material for automatic printout; requires secretarial or skilled typing experience and completion of structured training course or on-the-job training in the operation of word processing equipment. *EXCLUDE: ENTRY-LEVEL OPERATORS, EMPLOYEES UTILIZING EQUIPMENT LESS THAN 50% OF THE TIME, KEYPUNCH, COMPUTER OPERATORS, AND TRANSCRIPTIONISTS USING STANDARD TYPEWRITERS NOT HAVING STORAGE/RETRIEVAL CAPABILITY.*

OCCUPATIONAL DEFINITIONS TO SALARY SURVEY SUPPLEMENT

MANAGERIAL

Controller (186.117-014)
Directs financial affairs of an organization. Prepares financial analyses for establishing major economic objectives and policies for a company.

Credit Manager (186.167-022)
Manages credit and collection functions of an organization. Investigates financial standing of prospective customers, reviews credit limitations, and supervises collection of bad accounts.

Office Manager (169.167-034)
Coordinates, analyzes, evaluates, and establishes activities of clerical personnel in office operations and procedures in an establishment or organization.

Production Supervisor (183.167-018)
Directs and coordinates, through subordinate supervisor personnel, activities of production department(s) in processing materials or manufacturing products.

Sales Manager (163.167-018)
Directs planning and operations of sales division of an organization.

Warehouse Supervisor (929.137-022)
Supervises and coordinates activities of workers engaged in receiving, transporting, stacking, order filling, shipping, and maintaining stock records in a warehouse.

PROFESSIONAL

Chemical Engineer (008.061-018)
Through research and analysis, designs equipment and develops process for manufacturing chemicals and related products utilizing principles and technology of chemistry, physics, mathematics, engineering, and related physical and natural sciences.

Electrical Engineer (003.061-010)
Conducts research and development activities concerned with design, manufacture, and testing of electrical components, equipment, systems, and applications of equipment to new uses.

Electronics Engineer (003.061-030)
Conducts research and development concerned with design and manufacturing of electronics circuits and equipment.

Industrial Engineer (012.167-030)
Studies functional statements, organization charts, and project information in order to plan the utilization of production facilities and personnel to improve efficiency of operations in an industrial establishment.

Mechanical Engineer (007.061-014)
Performs a variety of engineering work in planning and design of tools, engines, machines, and other mechanically functioning equipment and oversees operation, maintenance, and repair of such equipment.

Project Engineer (019.167-014)
Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of an assigned engineering project. Plans and formulates engineering program and organizes project staff according to project requirements.

Structural Engineer (005.061-034)
Directs or participates in planning, designing, or reviewing plans for erection of structures requiring stress analysis responsibilities including structure design, structural members computation, and performance of structural analysis.

TECHNICAL

Administrative Assistant (169.167-010)
Studies and analyzes management methods to aid executives in staff capacity in order to improve coordination and work flow, simplify reporting procedures, or implement cost reductions in such areas as office services, personnel, budget preparation and control, housekeeping, records control, and special management studies.

Mechanical Engineering Technician (007.161-026)
Develops and tests machinery and equipment, applying knowledge of mechanical engineering technology, through review of project instructions and blueprints. May draft detail drawings, devise, fabricate, and assemble new or modified mechanical assemblies and set up and conduct tests and analyze results.

MAINTENANCE AND PRODUCTION

Building-Maintenance Repairer (899.381-010)
Repairs and maintains physical structure of commercial or industrial establishments using hand and power tools.

Custodial Worker (381.687-014)
Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition. Makes minor repairs, following oral instructions.

Electronics Assembler (726.684-018)
Assembles electronic equipment using electronic testing equipment, hand tools, and power tools.

Industrial Truck (Forklift) Operator (921.683-050)
Drives gasoline or electric-powered industrial truck or tractor, equipped with forklift, elevating platform, or trailer hitch, to push, pull, lift, stack, or tier merchandise, equipment, or bulk materials in warehouse, storage yard, or factory.

Inspector (609.684-010)
Inspects materials and products for conformance to specifications. May use fixed or preset measuring instruments.

Maintenance Mechanic (638.281-014)
Repairs and maintains machinery and mechanical equipment using hand tools, power tools, and precision measuring and testing instruments.

Material handler (929.687-030)
Loads, unloads, and conveys materials within or near plant, yard, or work site.

Packager (920.685-078)
Packages materials and products by hand or machine.

Production Assembler (706.687-010)
Performs one or more repetitive bench or line assembly operations to mass produce products.

Tool and Die Maker (601.280-646)
Analyzes variety of specifications, lays out metal stock, sets up and operates machine tools, and fits and assembles parts to make and repair metal working dies, cutting tools, jigs, fixtures, etc.

Truck Driver, Heavy (905.663-014)
Drives truck with capacity of more than three tons to transport materials to and from specified destinations.

Truck Driver, Light (906.683-022)
Drives truck with capacity of less than three tons to transport materials to and from specified destinations.

Warehouse Worker (922.687-058)
Performs a combination of tasks to receive, store, and distribute materials, tools, equipment, and products within an establishment. May convey, sort, assemble, mark, open, weigh, and count various items.

CLERICAL

Dispatcher (249.167-014)
Assigns motor vehicles and drivers for conveyance of freight or passengers and dispatches service or other workers to work site.

Executive Secretary (169.167-014)
Keeps official corporation records and executes administrative policies determined by, or in conjunction with, other officials. Prepares administrative memoranda, plans conferences, directs preparation of administrative records, notices, documents, resolutions, minutes of meetings, and acts as custodian of corporate documents and records.

File Clerk (206.362-010)
Files, searches, and investigates correspondence, cards, invoices, receipts and other records in alphabetical or numerical order, or according to subject matters. May use calculator. May supply written information from file data.

Order Clerk (249.367-054)
Processes and edits orders for material or merchandise received by mail, telephone, or personally from customer or company employee.

Payroll Clerk (215.482-010)
Computes wages and posts wage data to payroll records using office machines. May keep attendant wage reports and records. May prepare and distribute pay envelopes.

Receptionist (237.367-038)
Receives callers at establishment, determining nature of business, arranging appointments, and/or directing callers to person. Maintains records.

Shipping and Receiving Clerk (222.387-050)
Receives incoming shipments of merchandise, prepares merchandise for shipment, and keeps pertinent records.

FRINGE BENEFIT DATA

FRINGE BENEFIT PROGRAMS

The following tabular report compiles the replies given by 154 private and public large employers to the 1988 Maricopa County fringe benefit programs questionnaire. The average employment for the respondents to this survey was approximately 1,400. The sample selection of the employers over the years has been structured to be representative of all of Maricopa County's large firms. Each year, dropouts from the survey are replaced with similar industrial and employment-size firms. The procedure aids in establishing trends of the replies to the fringe benefit practices as well as validates the survey's occupational wage structures.

The fringe benefit questionnaire was distributed in August 1988 and followed up through personal and telephone contacts. This survey is done in conjunction with the annual Maricopa County Joint Governmental Salary Survey, the results of which are reported in this publication.

The questions and statements in this report are taken almost verbatim from the questionnaire, with any changes made only to abbreviate and not to change the intent of the specific inquiry. The number of firms responding is given for each statement. Every effort has been made to delineate the answer choices but, due to the complex nature of some of the fringe benefit programs, some interpretation was necessary in tabulating the replies.

Fringe benefit programs are a large part of the total compensation for an employee's work. The total cost of all fringe benefit programs to large employers, including FICA and Workers' and Unemployment Compensation, now approximate one-third of a large company's payroll. The benefits of ***leave practice***, ***retirement/pension***, ***work practices***, and ***business transportation*** have been in place since nearly the beginning of fringe benefit plans, having been given impetus by union pressure, the federal Fair Labor Standards Act of the late 1930s, and tax laws. Added some time later were the insurance programs of ***disability***, ***life***, and ***medical***, and ***pay administration*** (includes merit and cost-of-living increases). ***Dental insurance*** and ***other programs*** came after these, approximately starting in the mid-1970s. These other programs, increasing in number with the times, include ***credit union***, ***suggestion systems***, ***tuition assistance***, ***profit sharing***, and ***flexible benefits plans***. The last five years have brought major revisions in the ***medical insurance*** program, along with ***health care cost containment*** and ***disability insurance***. ***Employee assistance*** benefits such as ***counseling***, ***wellness***, and ***child care*** have been added most recently by the large firms.

MARICOPA COUNTY

FRINGE BENEFIT PROGRAMS

PAY ADMINISTRATION

How are pay increases granted? (Multiple choices allowed)

Performance/Merit	General Increases	Longevity
80	5	3

Performance/Merit and General Increases	Performance/Merit and Longevity	General Increases and Longevity
39	9	4

Performance/Merit, General Increases, and Longevity	Other	Total
12	2	154

Do you directly tie General Increases to the Cost-of-Living indices?

Yes	No	Do Not Grant General Increases	Total
15	49	90	154

Approximately what percent of all eligible employees received Performance/Merit increase for the most recent fiscal year?

80.6% Average - 133.

Do not grant Performance/Merit increases - 13. Total - 146.

Indicate the total percentage pay increase including Performance/Merit for the current fiscal year.

5.6% Average - 137.

What is the anticipated total percentage pay increase including Performance/Merit for the next fiscal year?

5.4% Average - 117.

WORK PRACTICES

For NON-EXEMPT employees, premium overtime is paid:

A. After 8 hours in a Day	B. For All Work on a Weekend
14	0

C. For All Work on a Holiday	D. For All Work Outside of Regular Schedule
5	8

A. and B.	A. and C.	A., B., and C.	H. Only After 40 hours in a Week
1	10	9	86

Combinations of A., B., C., D., and H	Total
20	153

Is compensation provided for positions EXEMPT from FLSA for overtime work?

Yes	No	Under Special Circumstances	Total
52	95	7	154

Compensation provided for EXEMPT employees for overtime work: (Multiple answers possible)

Top Executives	Middle Managers	Supervisors	Professionals
1	7	38	30

Administrative	Sales	EDP	Not Paid
29	9	19	97

Common method of overtime compensation for EXEMPT employees:

Straight Time	Time and One-Half	Straight Time Compensating Time	Time and One-Half Compensating Time
19	16	13	1

Varies by Classification	Not Paid	Other	Total
3	93	9	154

Do you have stand-by pay?

Yes, restricted - 27. Yes, unrestricted - 8.
Yes, restricted and unrestricted - 4. No - 113. Total - 152.

DISABILITY INSURANCE

Types of disability insurance programs:
Short-term (6 Mos. or Less), only - 8. Total - 89.
Long-Term, only - 46. Total - 127.
Both - 81.
Neither - 19.

Short-term disability plan is financed by:

	Employer	Employee	Total
100%	65	15	88
90-99%	0	--	
80-89%	1	--	
70-79%	2	--	
60-69%	1	--	
50-59%	3	--	
Less than 50%	1	--	

Long-term disability plan is financed by:

	Employer	Employee	Total
100%	76	19	126
90-99%	2	--	
80-89%	2	--	
70-79%	6	--	
60-69%	4	--	
50-59%	12	--	
Less than 50%	5	--	

RETIREMENT/PENSION

Do you offer a retirement/pension plan other than or in addition to social security?

Yes	A. Deferred Compensation, 401 or Profit Sharing	B. Fixed Annuity
134	54	38

A. and B.	Other	No	Total
40	2	20	154

Does your program require contribution by employees?

Yes - 44. Yes, Optional - 29. No - 62.
No program outside of Social Security - 17. Total - 152.

Percentage of payroll contribution to the plan.

	Employer	Employee
1-2%	14	6
3%	16	1
4%	7	1
5%	24	17
6%	7	0
7-9%	3	1
10%	2	0
Other	52	22
None	10	85
No Program	19	21

LIFE INSURANCE

Does your organization offer a life insurance program?

Basic Only	Basic and Supplemental	Total Basic	None	Total
58	95	153	1	154

The amount of supplemental life insurance coverage (multiple choices allowed):

Times Annual Salary		Fixed Amount		Other
1	18	Up to $5,000	0	19
1.5	5	$5,001 - 9,999	2	
2	18	$10,000	5	No Supplemental Life
3	15	More than $10,000	14	58

	Basic Program Financed	Supplemental Coverage Financed
Employer pays: 100%	128	5
90-99%	4	3
80-89%	1	0
70-79%	6	1
60-69%	1	0
50-59%	7	4
Less Than 50%	2	0
0%	3	83
No Plan	1	58

Does your organization offer life insurance coverage to retirees?

Yes - 46. No - 107. No Plan - 1. Total - 154.

For retiree life insurance, is it contributory by employer?

Yes - 18. No - 26. No plan offered - 101.
No Life Plan - 6. Total - 151.

MEDICAL INSURANCE
(INDEMNITY OR FEE-FOR-SERVICE PLAN ONLY, NOT HMO)

Does your organization offer a medical insurance program?

Basic Only	Comprehensive/Major	PPO Only	Other	Total
9	129	10	5	153

Is there a PPO option?

Yes - 76. No - 66. PPO Only - 11 Total - 153.

Amount of employer contribution to your most popular plan.

	Employee Coverage	Family Coverage
100%	71	13
90-99%	23	13
80-89%	19	27
70-79%	22	22
60-69%	5	19
50-59%	7	20
Less than 50%	1	32
0%	1	1
Other	1	2
Average Monthly Premium Amount (Both Employer's and Employee's Contribution)	$99.52	$268.96
1987	$85.76	$209.02

Is insurance coverage offered to retired employees?

Yes - 68. Only to age 65 - 14. No - 71. Total - 153.

For retiree medical insurance, is it?

Fully Paid by Employer	Partially Paid By Employer	Non-Contributory By Employer	No Plan Offered
23	24	33	70

For retiree and dependents medical insurance, is it?

Fully Paid by Employer	Partially Paid By Employer	Retiree coverage Fully Paid By Employer and Dependent Coverage by Retiree
8	33	6

Non-Contributory By Employer	No Plan Offered
33	70

If employer contributes to medical insurance coverage for retirees, it is?

"Pay-as-you go Basis"	By Pre-funding	Other	Not Funded	No Plan Offered
34	10	2	35	67

Do you offer an HMO option?

Yes - 99. No - 55. Total - 154.

How many HMO plans do you offer?

1 or 2	3 or 4	More than 4	None Offered	Total
79	14	6	54	153

DENTAL INSURANCE

Does your organization have a group dental plan?
Yes - 95. No - 25. Included with Medical - 32. Total - 152.

Amount of employer contribution to the dental plan.

	Employee Coverage	Family Coverage
100%	40	14
90-99%	7	4
80-89%	5	11
70-79%	14	10
60-69%	2	7
50-59%	4	15
Less than 50%	1	10
0%	23	21
Other	1	3
Average Monthly Premium Amount (Both Employer's and Employee's)	$11.44	$26.62
1987	$9.85	$23.36
No Plan	26	26
Total	123	121

Is dental insurance offered to retirees?

Yes - 27. Only to age 65 - 6. No - 92.
No Plan - 20. Total - 145.

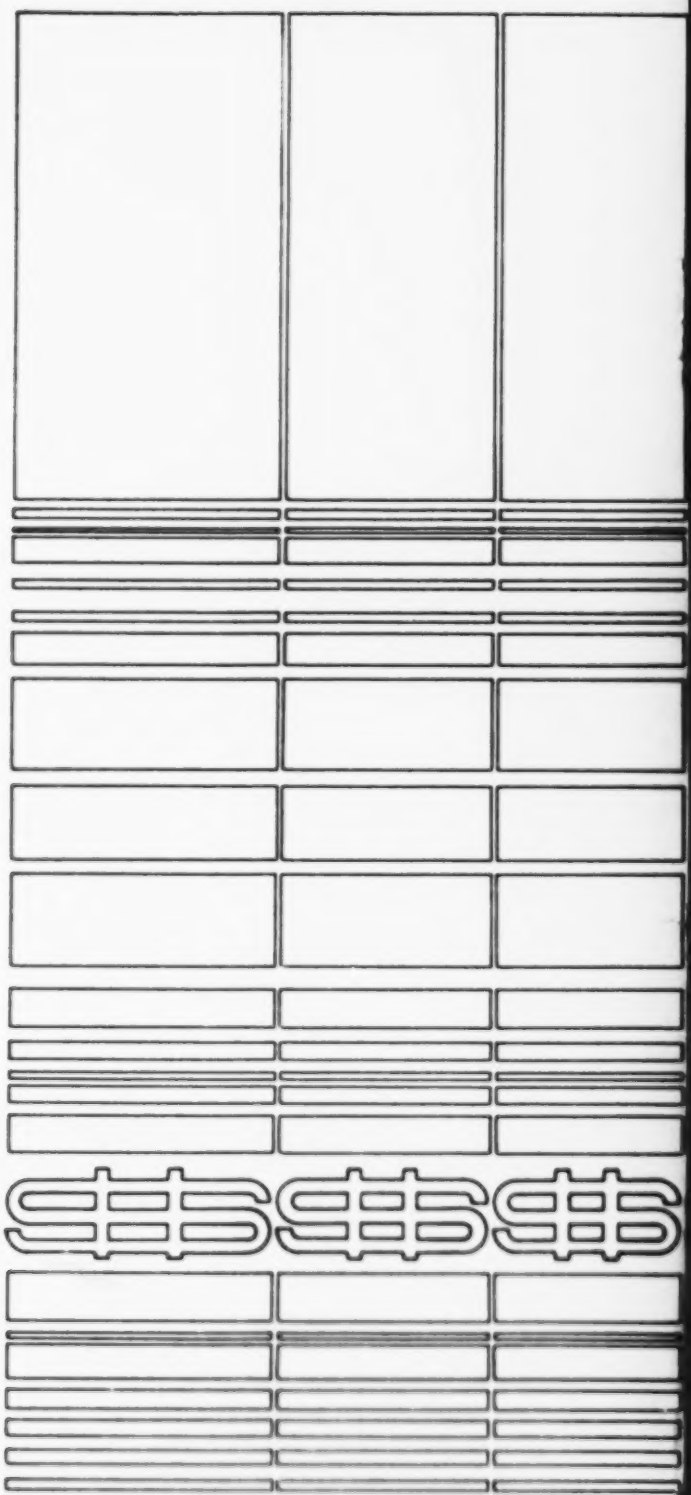
PRE-TAX

Are you pre-taxing any of the premiums for your contributory benefit plans (employee's cost is deducted from gross wages before withholding taxes are calculated)?

Yes - 81. No - 73. Total - 154.

Which plans are pre-taxed (Multiple answers allowed)?

Medical Insurance	- 71	Basic Life Insurance	- 10
Dental Insurance	- 62	All of the Above	- 8
Supplemental Life Insurance	- 16	Other	- 7
STD and/or LTD	- 12	Do Not Pre-Tax	- 62
Dependent Life Insurance	- 11	No plan, but considering	- 11



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